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PLAQUEMINES PARISH CLERK OF COURT

Financial Report

For the Year Ended June 30, 2005

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 1 / 25 / 06

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INDEPENDENT AUDITOR'S REPORT

* A Professional Accounting Corporation

The Honorable Dorothy M. Lundin
Plaquemines Parish Clerk of Court
Belle Chasse, Louisiana

We have audited the accompanying financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of the Plaquemines Parish Clerk of Court (Clerk of Court), a component unit of the Plaquemines Parish Government, as of and for the year ended June 30, 2005, which collectively comprise the Clerk of Court's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Clerk of Court. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

The Plaquemines Parish Clerk of Court has not reconciled certain individual suit docket balances in the Advance Deposit Agency Fund with the related cash deposits at June 30, 2005. The related deposits represent 4.8 percent of the fiduciary fund type's assets and liabilities at June 30, 2005. Because the Clerk of Court has not reconciled these deposits, it was not practical for us to determine the amount of fees, if any, due to the Advance Deposit Agency Fund from litigants or the amount due to the General Fund from the Advance Deposit Agency Fund for fees earned resulting from suit activity at June 30, 2005. The effects of not reconciling these deposits on the financial statements cannot be reasonably determined.

In our opinion, except for the effects of such adjustments, if any, as might have been determined to be necessary had the Clerk of Court reconciled the deposits accounted for in the Advance Deposit Agency Fund, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the major fund, and the aggregate remaining fund information of the Plaquemines Parish Clerk of Court, as of June 30, 2005, and the respective changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

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In accordance with Government Auditing Standards, we have also issued a report dated December 9, 2005 on our consideration of the Clerk of Court's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing on internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Governmental Auditing Standards, and should be evaluated in conjunction with this report in considering the results of our audit.

The required budgetary comparison information on pages 27 and 28 is not a required part of the financial statements but is supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

The Plaquemines Parish Clerk of Court has not presented management's discussion and analysis that the Governmental Accounting Standards Board has determined is necessary to supplement, although not required to be part of, the basic financial statements.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Clerk of Court's basic financial statements. The accompanying financial information listed as "Other Supplementary Information" in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Kolder, Champagne, Slaven & Company, LLC
Certified Public Accountants

Morgan City, Louisiana
December 9, 2005

BASIC FINANCIAL STATEMENTS

**GOVERNMENT-WIDE
FINANCIAL STATEMENTS (GWFS)**

PLAQUEMINES PARISH CLERK OF COURT
Belle Chasse, Louisiana

Statement of Net Assets
June 30, 2005

	<u>Governmental Activities</u>
 ASSETS	
Current assets:	
Cash and interest-bearing deposits	\$ 1,532,237
Receivables:	
Accounts, net	24,088
Due from other governmental entities	15,212
Prepaid expenditures	<u>14,512</u>
Total current assets	1,586,049
Noncurrent assets:	
Capital assets, net	<u>97,086</u>
Total assets	<u>1,683,135</u>
 LIABILITIES	
Current liabilities:	
Due to other governmental entities	<u>1,192</u>
Total current liabilities	1,192
Noncurrent liabilities:	
Compensated absences payable	<u>11,521</u>
Total liabilities	<u>12,713</u>
 NET ASSETS	
Invested in capital assets	97,086
Unrestricted	<u>1,573,336</u>
Total net assets	<u>\$ 1,670,422</u>

The accompanying notes are an integral part of the basic financial statements.

PLAQUEMINES PARISH CLERK OF COURT
Belle Chasse, Louisiana

Statement of Activities
For the Year Ended June 30, 2005

Activities	Program		Net (Expense) Revenues and Changes in Net Assets
	Expenses	Revenues Charges for Services	
Governmental activities:			
General government	<u>\$1,234,131</u>	<u>\$ 1,004,850</u>	<u>\$ (229,281)</u>
General revenues:			
Interest and investment earnings			50,736
Gain on sale of asset			<u>5,668</u>
Total general revenues			<u>56,404</u>
Change in net assets			(172,877)
Net assets - July 1, 2004			<u>1,843,299</u>
Net assets - June 30, 2005			<u>\$ 1,670,422</u>

The accompanying notes are an integral part of the basic financial statements.

FUND FINANCIAL STATEMENTS (FFS)

PLAQUEMINES PARISH CLERK OF COURT
Belle Chasse, Louisiana

Balance Sheet - Governmental Fund
June 30, 2005

	General Fund
ASSETS	
Cash	\$ 90,457
Interest-bearing deposits	1,441,780
Receivable:	
Accounts, net	24,088
Due from other governmental entities	15,212
Prepaid expenditures	14,512
Total assets	<u>\$ 1,586,049</u>
LIABILITIES AND FUND BALANCE	
Liabilities:	
Due to other governmental entities	\$ 1,192
Compensated absences	11,521
Total liabilities	<u>12,713</u>
Fund balance:	
Reserved for prepaid expenditures	14,512
Unreserved, undesignated	1,558,824
Total fund balance	<u>1,573,336</u>
Total liabilities and fund balance	<u>\$ 1,586,049</u>

The accompanying notes are an integral part of the basic financial statements.

PLAQUEMINES PARISH CLERK OF COURT
Belle Chasse, Louisiana

Reconciliation of the Governmental Fund Balance Sheet
to the Statement of Net Assets
June 30, 2005

Total fund balance for the governmental fund at June 30, 2005		\$ 1,573,336
Cost of capital assets at June 30, 2005	\$ 198,014	
Less: Accumulated depreciation	<u>(100,928)</u>	<u>97,086</u>
Total net assets of governmental activities at June 30, 2005		<u>\$ 1,670,422</u>

The accompanying notes are an integral part of the basic financial statements.

PLAQUEMINES PARISH CLERK OF COURT
Belle Chasse, Louisiana

Statement of Revenues, Expenditures, and Changes in Fund Balance -
Governmental Fund
For the Year Ended June 30, 2005

	<u>General Fund</u>
Revenues:	
Licenses and permits	\$ 7,133
Fees, charges and commissions for services	945,207
Intergovernmental	26,653
Miscellaneous	<u>76,593</u>
Total revenues	<u>1,055,586</u>
Expenditures:	
Current -	
General government:	
Personnel services and related benefits	864,927
Operating services	229,940
Material and supplies	107,041
Capital outlay	<u>52,193</u>
Total expenditures	<u>1,254,101</u>
(Deficiency) of revenues over expenditures	(198,515)
Other financing sources (uses):	
Sales of surplus equipment	<u>6,500</u>
(Deficiency) of revenues and other sources over expenditures	(192,015)
Fund balance, beginning of year	<u>1,765,351</u>
Fund balance, end of year	<u>\$ 1,573,336</u>

The accompanying notes are an integral part of the basic financial statements.

PLAQUEMINES PARISH CLERK OF COURT
Belle Chasse, Louisiana

Reconciliation of the Statement of Revenues, Expenditures, and
Changes in Fund Balance of Governmental Fund
to the Statement of Activities
For the Year Ended June 30, 2005

Total net change in fund balances for the year ended June 30, 2005 per Statement of Revenues, Expenditures and Changes in Fund Balances			(\$192,015)
Capital outlay costs which are considered as expenditures on Statement of Revenues, Expenditures and Changes in Fund Balance	\$ 52,193		
Depreciation expense for the year ended June 30, 2005	<u>(32,223)</u>	19,970	
Net effect of consideration received in excess of gains on sales of capital assets			<u>(832)</u>
Total change in net assets for the year ended June 30, 2005 per Statement of Activities			<u>\$ (172,877)</u>

The accompanying notes are an integral part of the basic financial statements.

PLAQUEMINES PARISH CLERK OF COURT
Belle Chasse, Louisiana

Statement of Fiduciary Net Assets
June 30, 2005

	<u>Agency Funds</u>
ASSETS	
Cash and interest-bearing deposits	\$ 21,229,328
Investments	<u>3,429,111</u>
Total assets	<u>\$ 24,658,439</u>
LIABILITIES	
Due to litigants and others	<u>\$ 24,658,439</u>

The accompanying notes are an integral part of the basic financial statements.

PLAQUEMINES PARISH CLERK OF COURT
Belle Chasse, Louisiana

Notes to Financial Statements

(1) Summary of Significant Accounting Policies

The accompanying financial statements of the Plaquemines Parish Clerk of Court (Clerk of Court) have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. GAAP includes all relevant Governmental Accounting Standards Board (GASB) pronouncements. The accounting and reporting framework and the more significant accounting policies are discussed in subsequent subsection of this note.

Such accounting and reporting procedures also conform to the requirements of Louisiana Revised Statutes 24:513 and to the industry audit guide, Audits of State and Local Governments.

The following is a summary of certain significant accounting policies:

A. Financial Reporting Entity

As provided by Article V, Section 28 of the Louisiana Constitution of 1974, a Clerk of Court serves as the ex-officio notary public, the recorder of conveyances, mortgages and other acts, and shall have other duties and powers provided by law. A Clerk of Court is elected for a term of four years.

These financial statements only include funds and activities that are controlled by the Clerk of Court as an independently elected parish official. The Clerk of Court is a component unit of the Plaquemines Parish Government. The Clerk of Court is fiscally dependent on the Plaquemines Parish Government since the Clerk of Court's offices are located in the Parish Courthouse, the upkeep and maintenance of the courthouse is paid by the Parish Government and certain operating expenditures of the Clerk of Court's office are paid by the Parish Government.

As an independently elected official, the Clerk of Court is solely responsible for the operations of her office, which includes the hiring or retention of employees, authority over budgeting, responsibility for deficits, and the receipt and disbursement of funds. Certain units of local government over which the Clerk of Court exercises no oversight responsibility, such as the parish school board, other independently elected officials, and municipalities within the parish, are excluded from the accompanying financial statements. These units of government are considered separate reporting entities and issue financial statements separate from that of the Clerk of Court.

PLAQUEMINES PARISH CLERK OF COURT
Belle Chasse, Louisiana

Notes to Financial Statements (Continued)

B. Basis of Presentation

Government-Wide Financial Statements (GWFS)

The statement of net assets and statement of activities display information about the reporting government as a whole. They include all funds of the reporting entity, which are considered to be governmental activities. Fiduciary funds are not included in the GWFS. Fiduciary funds are reported only in the Statement of Fiduciary Net Assets at the fund financial statement level.

The statement of activities presents a comparison between direct expenses and program revenues for each function of the Clerk of Court's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) fees and charges paid by the recipients for goods or services offered by the programs, and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

Fund Financial Statements (FFS)

The accounts of the Clerk of Court are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a separate set of self-balancing accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements.

The various funds of the Clerk of Court are classified into two categories: governmental and fiduciary. The emphasis on fund financial statements is on major governmental funds. A fund is considered major if it is the primary operating fund of the entity or meets the following criteria:

- a. Total assets, liabilities, revenues, or expenditures of individual funds are at least 10 percent of the corresponding total for all funds of that category or type; and
- b. Total assets, liabilities, revenues, or expenditures/expenses of the individual governmental funds are at least 5 percent of the corresponding total for all governmental funds combined.

PLAQUEMINES PARISH CLERK OF COURT
Belle Chasse, Louisiana

Notes to Financial Statements (Continued)

The major fund of the Clerk of Court is described below:

Governmental Fund -

General Fund

The General Fund, as provided by Louisiana Revised Statute 13:781, is the principal fund of the Clerk of Court and is used to account for the operations of the Clerk of Court's office. The various fees and charges due to the Clerk of Court's office are accounted for in this fund. General operating expenditures are paid from this fund.

Additionally, the Clerk of Court reports the following fund type:

Fiduciary Funds -

Fiduciary funds account for assets held by the government in a trustee capacity or as an agent on behalf of other funds within the Clerk of Court. The funds accounted for in this category by the Clerk of Court are the agency funds. The agency funds are as follows:

Advance Deposit Fund – accounts for advance deposits on suits filed by litigants.

Registry of the Court Fund – accounts for funds which have been ordered by the court to be held until judgment has been rendered in court litigation.

Election Qualifying Fund – accounts for funds collected from individuals qualifying to run for political office and remitted to the appropriate governmental bodies or political committees.

C. Measurement Focus/Basis of Accounting

Measurement focus is a term used to describe “which” transactions are recorded within the various financial statements. Basis of accounting refers to “when” transactions are recorded regardless of the measurement focus applied.

Measurement Focus

On the government-wide statement of net assets and the statement of activities, governmental activities are presented using the economic resources measurement focus as defined in item b. below. In the fund financial statements, the “current financial resources” measurement focus or the “economic resources” measurement focus is used as appropriate:

PLAQUEMINES PARISH CLERK OF COURT
Belle Chasse, Louisiana

Notes to Financial Statements (Continued)

- a. The governmental fund utilizes a "current financial resources" measurement focus. Only current financial assets and liabilities are generally included on its balance sheet. Their operating statement presents sources and uses of available spendable financial resources during a given period. This fund uses fund balance as its measure of available spendable financial resources at the end of the period.
- b. The government-wide financial statement utilizes an "economic resources" measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net assets (or cost recovery) and financial position. All assets and liabilities (whether current or noncurrent) associated with its activities are reported. Government-wide fund equity is classified as net assets.

Basis of Accounting

In the government-wide statement of net assets and statement of activities, the governmental activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures (including capital outlay) generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.

D. Assets, Liabilities and Equity

Cash and interest-bearing deposits

For purposes of the statement of net assets, cash and interest-bearing deposits include all demand accounts, savings accounts, and certificates of deposits of the Clerk of Court.

PLAQUEMINES PARISH CLERK OF COURT
Belle Chasse, Louisiana

Notes to Financial Statements (Continued)

Capital Assets

Capital assets, which include property, plant, and equipment, are reported in the governmental activities column in the government-wide financial statements. Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Clerk of Court maintains a threshold level of \$1,000 or more for capitalizing capital assets. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Depreciation of all exhaustible capital assets is recorded as an expense in the statement of activities, with accumulated depreciation reflected in the statement of net assets. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The range of estimated useful lives by type of asset is as follows:

Furniture, fixtures and equipment	5-10 years
-----------------------------------	------------

Compensated Absences

Employees of the Clerk of Court's office earn 10 to 20 days of vacation leave each year depending on length of service. In addition, employees earn 12 days of personal leave each year. Vacation leave must be used in the year earned. Upon resignation or retirement, employees may, at the discretion of the Clerk of Court, be paid for unused vacation leave at the employee's current rate of pay. Employees are not paid for unused sick leave upon termination or retirement.

Equity Classifications

In the government-wide statements, equity is classified as net assets and displayed in three components:

- a. Invested in capital assets, net of related debt – consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

PLAQUEMINES PARISH CLERK OF COURT
Belle Chasse, Louisiana

Notes to Financial Statements (Continued)

- b. Restricted net assets – consists of net assets with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net assets – all other net assets that do not meet the definition of “restricted” or “invested in capital assets, net of related debt.”

In the fund statements, governmental fund equity is classified as fund balance. Fund balance is further classified as reserved and unreserved, with unreserved further split between designated and undesignated.

E. Expenditures, and Expenses

Expenditures/Expenses

In the government-wide financial statements, expenses are classified by function. In the fund financial statements, expenditures are classified as follows:

Governmental Funds – By Character and Function

F. Budgetary and Budgetary Accounting

The Clerk of Court follows these procedures in establishing the budgetary data reflected in the financial statements:

1. A proposed budget is prepared and submitted to the Clerk of Court for the fiscal year no later than fifteen days prior to the beginning of each fiscal year.
2. A summary of the proposed budget is published and the public is notified that the proposed budget is available for public inspection. At the same time, a public hearing is called.
3. A public hearing is held on the proposed budget at least ten days after publication of the call for a hearing.
4. After the holding of the public hearing and completion of all action necessary to finalize and implement the budget, the budget is legally adopted prior to the commencement of the fiscal year for which the budget is being adopted.
5. All budgetary appropriations lapse at the end of each fiscal year.

PLAQUEMINES PARISH CLERK OF COURT
Belle Chasse, Louisiana

Notes to Financial Statements (Continued)

6. The budget is adopted on a basis consistent with generally accepted accounting principles (GAAP). Budgeted amounts included in the accompanying financial statements are as originally adopted or as finally amended by the Clerk of Court. Such amendments were not material in relation to the original appropriations.

G. Bad Debts

Uncollectible amounts due for receivables are recognized as bad debts through the establishment of an allowance account at the time information becomes available indicating the uncollectibility of the receivable.

H. Use of Restricted Funds

When both restricted and unrestricted resources are available, the policy of the Clerk of Court is to use unrestricted resources first, then unrestricted resources as they are needed.

(2) Cash and Interest-Bearing Deposits

Under state law, the Clerk of Court may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the union, or the laws of the United States. The Clerk of Court may invest in certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. At June 30, 2005, the Clerk of Court has cash and cash equivalents (book balances) totaling \$22,761,565 as follows:

	Governmental Activities	Fiduciary Funds	Total
Cash and interest-bearing deposits	\$ 1,532,237	\$ 21,229,328	\$ 22,761,565

Under state law, deposits, (or the resulting bank balances) must be secured by federal deposit insurance or similar federal security or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank. These securities are held in the name of the Clerk of Court or the pledging fiscal agent bank by a holding or custodial bank that is mutually acceptable to both parties.

PLAQUEMINES PARISH CLERK OF COURT
Belle Chasse, Louisiana

Notes to Financial Statements (Continued)

Custodial credit risk for deposits is the risk that in the event of the failure of a depository financial institution, the Clerk of Court's deposits may not be recovered or will not be able to recover collateral securities that are in the possession of an outside party. Deposit balances (bank balances) at June 30, 2005, are secured as follows:

Bank balances	<u>\$22,895,012</u>
Federal insurance	\$ 304,157
Pledged securities	<u>22,590,855</u>
Total federal insurance and pledged securities	<u>\$22,895,012</u>

As of June 30, 2005, the Clerk of Court's total bank balances were fully insured and collateralized with securities held in the name of the Clerk of Court by the pledging financial institution's agent and therefore not exposed to custodial credit risk.

(3) Investments

The Clerk can invest in direct debt securities of the United States unless such an investment is expressly prohibited by law. At June 30, 2005 the Clerk's Registry of Court Fund (an Agency Fund) holds investments totaling \$3,429,111:

Description	Maturities	Interest Rate	Carrying Amount	Market Value
U.S. Treasury Bill	7/21/2005	2.640%	\$ 3,095,353	\$ 3,095,353
U.S. Treasury Bill	9/8/2005	3.015%	76,561	76,561
U.S. Treasury Bill	11/3/2005	3.172%	257,197	257,197
			<u>\$ 3,429,111</u>	<u>\$ 3,429,111</u>

Custodial credit risk for investments is the risk that in the event of the failure of the counterparty, the Clerk of Court may not be able to recover the value of its investments or will not be able to recover collateral that is in the possession of an outside party. As of June 30, 2005, the Clerk of Court's investments were fully insured and registered in the name of the Clerk of Court by the counterparty and therefore not exposed to custodial credit risk.

The Clerk of Court manages its exposure to interest rate risk by limiting the maturity of its investments in U. S. Treasury Bills to six months or less.

The Clerk of Court places no limit on the amount that may be invested in any one issuer and is subject to concentration of credit risk. One hundred percent (100%) of the Clerk of Court's investments are in obligation of the United States.

PLAQUEMINES PARISH CLERK OF COURT
Belle Chasse, Louisiana

Notes to Financial Statements (Continued)

(4) Capital Assets

Capital asset balances and activity for the year ended June 30, 2005 is as follows:

	Balance 07/01/04	Additions	Deletions	Balance 6/30/2005
Furniture, fixtures and equipment	\$ 162,460	\$ 52,193	16,639	\$ 198,014
Less: Accumulated depreciation	(84,512)	(32,223)	(15,807)	(100,928)
Net capital assets	<u>\$ 77,948</u>	<u>\$ 19,970</u>	<u>\$ 832</u>	<u>\$ 97,086</u>

Depreciation expense of \$32,223 was charged to the general government function.

(5) Receivables and Due From Other Governmental Entities

Receivables and amounts due from other governmental entities at June 30, 2005 consist of the following:

	<u>Receivables</u>	<u>Due from Other Governments</u>
Governmental activities:		
Accounts, net of allowance of \$3,110	\$ 24,088	\$ -
State of Louisiana for support enforcement services	-	9,207
Plaquemines Parish Sheriff for criminal bond fees	-	6,005
	<u>\$ 24,088</u>	<u>\$ 15,212</u>

(6) Accounts and Other Payables

The accounts and other payables consisted of the following at June 30, 2005:

	<u>Governmental Activities</u>
Due to other governmental units	<u>\$ 1,192</u>

PLAQUEMINES PARISH CLERK OF COURT
Belle Chasse, Louisiana

Notes to Financial Statements (Continued)

(7) Pension Plan

Plan Description. – Substantially all employees of the Plaquemines Parish Clerk of Court are members of the Louisiana Clerks of Court Retirement and Relief Fund (System), a cost sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees.

All regular employees who are under the age of 60 at the time of original employment are required to participate in the System. Employees who retire at or after age 55 with at least 12 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to 3% of their final-average salary for each year of credited service, not to exceed 100% of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established and amended by state statute.

The Clerk of Court Retirement and Relief Fund issues an annual publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to the Clerk of Court Retirement and Relief Fund, 11745 Bricksome Ave., Suite B-1, Baton Rouge, Louisiana 70816.

Funding Policy. - Plan members are required by state statute to contribute 8.25% of their annual covered salary and the Plaquemines Parish Clerk of Court is required to contribute at an actuarially determined rate. The current rate is 14.5% of annual covered payroll. Contributions to the System also include one-fourth of one percent of the taxes shown to be collectible by the tax rolls of each parish. The contribution requirements of plan members and the Plaquemines Parish Clerk of Court are established and may be amended by state statute. As provided by R.S. 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Plaquemines Parish Clerk of Court pays one hundred percent (100%) of pension contributions. The Plaquemines Parish Clerk of Court's contributions to the System for the years ending June 30, 2005, 2004, and 2003 were \$79,224, \$63,090, and \$55,891, respectively, equal to the required contributions for each year.

(8) Post-Retirement Health Care and Life Insurance Benefits

The Plaquemines Parish Clerk of Court provides certain continuing health care and life insurance benefits for retired employees. Substantially all of the Clerk's employees become eligible for these benefits if they reach normal retirement age while working for the Clerk of Court. These benefits for retirees and similar benefits for active employees are provided through an insurance company whose monthly premiums are paid jointly by the employees and the Clerk of Court. The Clerk of Court recognizes the cost of providing these benefits (the Clerk's portion of premiums) as an expenditure when the monthly premiums are due.

The cost benefits for 6 retirees for the year ended June 30, 2005 was \$25,567.

PLAQUEMINES PARISH CLERK OF COURT
Belle Chasse, Louisiana

Notes to Financial Statements (Continued)

(9) Changes in Agency Fund Balances

A summary of changes in agency fund unsettled deposits follows:

	Deposits at Beginning of Year	Additions	Reductions	Deposits at End of Year
Agency funds:				
Advance Deposit	\$ 1,147,485	\$ 631,905	\$ 601,762	\$ 1,177,628
Registry of Court	22,850,929	5,388,298	4,758,417	23,480,810
Election Qualifying	<u>1</u>	<u>-</u>	<u>-</u>	<u>1</u>
Totals	<u>\$ 23,998,415</u>	<u>\$ 6,020,203</u>	<u>\$ 5,360,179</u>	<u>\$ 24,658,439</u>

(10) Changes in Noncurrent Liabilities

The following is a summary of noncurrent liability transactions of the Clerk of Court for the year ended June 30, 2005:

Compensated absences payable, June 30, 2004	\$ 5,703
Additions	<u>5,818</u>
Compensated absences payable, June 30, 2005	<u>\$ 11,521</u>

In prior years, compensated absences have typically been liquidated by the Clerk of Court's General Fund.

PLAQUEMINES PARISH CLERK OF COURT
Belle Chasse, Louisiana

Notes to Financial Statements (Continued)

(11) Deferred Compensation Plan

The Clerk of Court offers its employees participation in the Louisiana Public Employees Deferred Compensation Plan adopted by the Louisiana Deferred Compensation Commission and established in accordance with Internal Revenue Code Section 457. The plan is reported as an agency fund in the State of Louisiana's financial statements. The plan, available to all Clerk of Court's employees, permits the employees to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death, or proof of hardship.

All amounts of compensation deferred under the plan, all property and rights purchased with those amounts, and all income attributable to those amounts, property, or rights are (until paid or made available to the employee or other beneficiary) solely the property and rights of the State of Louisiana (without being restricted to the provisions of benefits under the plan) subject only to the claims of the general creditors of the State of Louisiana. Participants' rights under the plan are equal to those of general creditors of the State of Louisiana in an amount equal to the fair market value of the deferred account for each participant.

It is the opinion of management, after consulting with legal counsel, that the Clerk of Court has no liability for losses under the plan.

(12) Risk Management

The Clerk of Court is exposed to risks of loss in the areas of auto liability, professional liability and workers' compensation. All of these risks are handled by purchasing commercial insurance coverage. There have been no significant reductions in the insurance coverage during the year.

(13) Expenditures of the Clerk of Court Paid by the Plaquemines Parish Government

The Clerk of Court's office is located in the Plaquemines Parish Annex building. The Plaquemines Parish Government pays the upkeep and maintenance of the building. In addition, the Parish Council also pays some of the Clerk's operating expenditures. These expenditures are not reflected in the accompanying financial statements.

PLAQUEMINES PARISH CLERK OF COURT
Belle Chasse, Louisiana

Notes to Financial Statements (Continued)

(14) Excess Fund Balance

R.S. 13:785 requires that every four years (at the close of the term of office), the Clerk of Court must pay the parish treasurer the portion of the General Fund's fund balance that exceeds one-half of the revenues of the Clerk's last year of her term of office. The potential liability to the parish is limited to amounts received by the Clerk from the parish for necessary office furniture, equipment, and record books. At June 30, 2005, there was no amount due the parish treasurer since this was not the last year of the Clerk of Court's four-year term of office, and no determination of the amount that will be due, if any, can be made at this time.

**REQUIRED
SUPPLEMENTARY INFORMATION**

PLAQUEMINES PARISH CLERK OF COURT
Belle Chasse, Louisiana

Budgetary Comparison Schedule
General Fund
For the Year Ended June 30, 2005

	Budget		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues:				
Licenses and permits	\$ 6,500	\$ 6,600	\$ 7,133	\$ 533
Fees, charges and commissions for services	1,208,000	1,206,500	945,207	(261,293)
Intergovernmental	24,000	30,000	26,653	(3,347)
Miscellaneous	71,100	83,550	76,593	(6,957)
Total revenues	<u>1,309,600</u>	<u>1,326,650</u>	<u>1,055,586</u>	<u>(271,064)</u>
Expenditures:				
Current -				
General government:				
Personnel services and related benefits	825,500	859,689	864,927	(5,238)
Operating services	80,350	138,450	229,940	(91,490)
Material and supplies	79,000	111,590	107,041	4,549
Capital outlay	80,000	159,160	52,193	106,967
Total expenditures	<u>1,064,850</u>	<u>1,268,889</u>	<u>1,254,101</u>	<u>14,788</u>
Excess (deficiency) of revenues over expenditures	244,750	57,761	(198,515)	(256,276)
Other financing sources (uses):				
Sales of surplus equipment	<u>-</u>	<u>-</u>	<u>6,500</u>	<u>6,500</u>
(Deficiency) of revenues and other sources over expenditures	244,750	57,761	(192,015)	(249,776)
Fund balance, beginning of year	<u>1,765,351</u>	<u>1,765,351</u>	<u>1,765,351</u>	<u>-</u>
Fund balance, end of year	<u>\$2,010,101</u>	<u>\$1,823,112</u>	<u>\$1,573,336</u>	<u>\$ (249,776)</u>

PLAQUEMINES PARISH CLERK OF COURT
Belle Chasse, Louisiana

Note to Budgetary Comparison Schedule

(1) Basis of Accounting

The budget is adopted on a basis consistent with accounting principles generally accepted in the United States of America (GAAP). Budgeted amounts are as originally adopted or as finally amended by the Clerk. Such amendments were not material in relation to the original appropriations.

OTHER SUPPLEMENTARY INFORMATION

OTHER FINANCIAL INFORMATION

MAJOR GOVERNMENTAL FUND

General Fund

To account for resources traditionally associated with governments which are not required to be accounted for in another fund.

PLAQUEMINES PARISH CLERK OF COURT
Belle Chasse, Louisiana

General Fund
Schedule of Revenues Compared to Budget
For the Year Ended June 30, 2005

	Budget			Variance -
	Original	Final	Actual	Positive (Negative)
Licenses and permits:				
Marriage licenses	\$ 4,000	\$ 4,000	\$ 4,025	\$ 25
Birth/death certificates	2,500	2,600	3,108	508
Total licenses and permits	6,500	6,600	7,133	533
Fees, charges and commissions for services:				
Court costs, fees and charges -				
Criminal costs	15,000	30,000	38,790	8,790
Other	3,000	5,500	14,186	8,686
Total court costs, fees and charges	18,000	35,500	52,976	17,476
Fees for recording legal documents -				
Recordings	600,000	600,000	439,530	(160,470)
Cancellations	25,000	15,000	9,908	(5,092)
Mortgage certificates	40,000	46,000	30,943	(15,057)
Suits and successions	420,000	380,000	320,797	(59,203)
UCC filing	15,000	15,000	14,628	(372)
Total fees for recording legal documents	1,100,000	1,056,000	815,806	(240,194)
Fees for certified copies -	90,000	115,000	76,425	(38,575)
Totals Fees, charges and commissions	1,208,000	1,206,500	945,207	(261,293)

(continued)

PLAQUEMINES PARISH CLERK OF COURT
Belle Chasse, Louisiana

General Fund
Schedule of Revenues Compared to Budget (Continued)
For the Year Ended June 30, 2005

	<u>Budget</u>		<u>Actual</u>	<u>Variance - Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
Intergovernmental:				
State grant - non-support	<u>24,000</u>	<u>30,000</u>	<u>26,653</u>	<u>(3,347)</u>
Miscellaneous:				
Interest earned	15,000	20,000	50,736	30,736
Elections	500	-	1,735	1,735
Refunds	-	-	436	436
Other	<u>55,600</u>	<u>63,550</u>	<u>23,686</u>	<u>(39,864)</u>
Total miscellaneous	<u>71,100</u>	<u>83,550</u>	<u>76,593</u>	<u>(6,957)</u>
Total revenues	<u>\$1,309,600</u>	<u>\$1,326,650</u>	<u>\$1,055,586</u>	<u>\$ (271,064)</u>

PLAQUEMINES PARISH CLERK OF COURT
Belle Chasse, Louisiana

General Fund
Schedule of Expenditures Compared to Budget
For the Year Ended June 30, 2005

	Budget		Actual	Variance - Positive (Negative)
	Original	Final		
Expenditures:				
Current -				
Personnel services and related benefits -				
Salaries:				
Clerk	\$ 98,000	\$ 94,945	\$ 94,945	\$ -
Deputy clerks	460,000	460,000	460,537	(537)
Other	15,000	12,000	10,178	1,822
Clerk's supplemental fund	14,000	15,000	12,430	2,570
Hospitalization insurance	108,000	131,651	135,359	(3,708)
Payroll taxes, retirement and compensated absences	<u>130,500</u>	<u>146,093</u>	<u>151,478</u>	<u>(5,385)</u>
Total personnel services and related benefits	<u>825,500</u>	<u>859,689</u>	<u>864,927</u>	<u>(5,238)</u>
Operating services -				
Insurance	6,000	6,000	-	6,000
Professional fees	14,550	15,750	11,242	4,508
UCC filing	3,800	4,500	3,740	760
Cott index	15,000	64,000	152,568	(88,568)
Telephone	1,500	1,200	978	222
Travel and conventions	3,000	4,000	4,033	(33)
Election expense allowance	2,000	6,000	3,635	2,365
Copier expense	20,000	20,000	18,762	1,238
Microfilm	5,000	5,000	3,423	1,577
Computer operations	1,000	-	20,006	(20,006)
Birth Certificates	2,000	1,500	1,783	(283)
Marriage Licenses	2,000	2,000	1,627	373
State Non-support	2,500	2,500	2,899	(399)
Training	<u>2,000</u>	<u>6,000</u>	<u>5,244</u>	<u>756</u>
Total operating services	<u>80,350</u>	<u>138,450</u>	<u>229,940</u>	<u>(91,490)</u>

(continued)

PLAQUEMINES PARISH CLERK OF COURT
Belle Chasse, Louisiana

General Fund
Schedule of Expenditures Compared to Budget (Continued)
For the Year Ended June 30, 2005

	Budget		Actual	Variance - Positive (Negative)
	Original	Final		
Materials and supplies -				
Office supplies and operations	71,000	98,050	94,768	3,282
Automobile and maintenance	3,500	3,540	3,469	71
Dues and subscription	3,000	3,000	2,468	532
Leases and rentals	500	-	6,336	(6,336)
Uniforms	1,000	7,000	-	7,000
Total materials and supplies	<u>79,000</u>	<u>111,590</u>	<u>107,041</u>	<u>4,549</u>
Capital outlay -				
Office equipment	<u>80,000</u>	<u>159,160</u>	<u>52,193</u>	<u>106,967</u>
Total expenditures	<u>\$ 1,064,850</u>	<u>\$ 1,268,889</u>	<u>\$ 1,254,101</u>	<u>\$ 14,788</u>

FIDUCIARY FUNDS

Advance Deposit Fund -

The Advance Deposit Fund, as provided by Louisiana Revised Statute 13:842, is used to account for advance deposits on suits filed by litigants. The advances are refundable to the litigants after all costs have been paid.

Registry of Court Fund -

The Registry of Court Fund, as provided by Louisiana Revised Statute 13:475, is used to account for funds which have been ordered by the court to be held until judgment has been rendered in court litigation. Withdrawals of the funds can be made only upon order of the court.

Election Qualifying Fund -

The Election Qualifying Fund is used to account for funds collected from individuals qualifying to run for political office and remitted to the appropriate governmental bodies or political committees.

PLAQUEMINES PARISH CLERK OF COURT
Belle Chasse, Louisiana

Agency Funds
Combining Schedule of Assets and Liabilities
June 30, 2005

	<u>Advance Deposit</u>	<u>Registry of Court</u>	<u>Election Qualifying</u>	<u>Totals</u>
ASSETS				
Cash and interest-bearing deposits	\$ 1,177,628	\$ 20,051,699	\$ 1	\$ 21,229,328
Investments	<u>-</u>	<u>3,429,111</u>	<u>-</u>	<u>3,429,111</u>
Total assets	<u>\$ 1,177,628</u>	<u>\$ 23,480,810</u>	<u>\$ 1</u>	<u>\$ 24,658,439</u>
LIABILITIES				
Due to litigants and others	<u>1,177,628</u>	<u>23,480,810</u>	<u>1</u>	<u>24,658,439</u>
Total liabilities	<u>\$ 1,177,628</u>	<u>\$ 23,480,810</u>	<u>\$ 1</u>	<u>\$ 24,658,439</u>

PLAQUEMINES PARISH CLERK OF COURT
Belle Chasse, Louisiana

Agency Funds
Combining Schedule of Changes in Assets and Liabilities
For the Year Ended June 30, 2005

	<u>Advance Deposit</u>	<u>Registry of Court</u>	<u>Election Qualifying</u>	<u>Total</u>
ASSETS				
Balances, beginning of year	\$ 1,147,485	\$ 22,850,929	\$ 1	\$ 23,998,415
Additions:				
Suits and successions	631,905	-	-	631,905
Judgments	-	4,963,030	-	4,963,030
Interest earned	-	425,268	-	425,268
Total additions	<u>631,905</u>	<u>5,388,298</u>	<u>-</u>	<u>6,020,203</u>
Total	<u>1,779,390</u>	<u>28,239,227</u>	<u>1</u>	<u>30,018,618</u>
Reductions:				
Clerk's costs (transferred to General Fund)	318,138	-	-	318,138
Refunds to litigants	-	4,758,417	-	4,758,417
Parish Council	20,965	-	-	20,965
Sheriff fees	57,687	-	-	57,687
Judges supplemental	21,477	-	-	21,477
Other	183,495	-	-	183,495
Total reductions	<u>601,762</u>	<u>4,758,417</u>	<u>-</u>	<u>5,360,179</u>
Balances, end of year	<u>\$ 1,177,628</u>	<u>\$ 23,480,810</u>	<u>\$ 1</u>	<u>\$ 24,658,439</u>
LIABILITIES				
Due to litigants and others, beginning of year	\$ 1,147,485	\$ 22,850,929	\$ 1	\$ 23,998,415
Additions	631,905	5,388,298	-	6,020,203
Reductions	<u>601,762</u>	<u>4,758,417</u>	<u>-</u>	<u>5,360,179</u>
Due to litigants and others, end of year	<u>\$ 1,177,628</u>	<u>\$ 23,480,810</u>	<u>\$ 1</u>	<u>\$ 24,658,439</u>

**INTERNAL CONTROL,
COMPLIANCE,
AND OTHER INFORMATION**

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**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

The Honorable Dorothy M. Lundin
Plaquemines Parish Clerk of Court
Belle Chasse, Louisiana

We have audited the financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of the Plaquemines Parish Clerk of Court, a component unit of the Plaquemines Parish Government, as of and for the year ended June 30, 2005, and have issued our report thereon dated December 9, 2005. In our report, our opinion was qualified because the Clerk of Court has not reconciled certain individual suit docket balances in the Advance Deposit Agency Fund with the related cash deposits at June 30, 2005. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Plaquemines Parish Clerk of Court's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide an opinion on the internal control over financial reporting. However, we noted certain matters involving the internal control over financial reporting and its operation that we consider to be reportable conditions. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect the Clerk of Court's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements. The reportable conditions are described in the accompanying corrective plan for current year findings as Items 2005-1 and 2005-2.

A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we believe the reportable conditions described above are material weaknesses.

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Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Plaquemines Parish Clerk of Court's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance that is required to be reported under Government Auditing Standards which is described in the accompanying corrective action plan for current year findings as item 2005-3.

This report is intended solely for the information and use of management and others within the organization and is not intended to be and should not be used by anyone other than these specified parties. Although the intended use of this report may be limited under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document in accordance with Louisiana Revised Statute 44:6.

Kolder, Champagne, Slaven & Company, LLC
Certified Public Accountants

Morgan City, Louisiana
December 9, 2005

PLAQUEMINES PARISH CLERK OF COURT
Belle Chasse, Louisiana

Summary of Audit Results and Findings
For the Year Ended June 30, 2005

Part I. Summary of Auditor's Results:

A qualified opinion was issued on the financial statements because the Clerk of Court has not reconciled certain individual suit docket balances in the Advance Deposit Agency Fund with related cash deposits.

Reportable conditions in internal control were disclosed by the audit of the financial statements and the conditions are considered material weaknesses.

The audit disclosed one instance of noncompliance which is material to the financial statements.

No management letter was issued.

Part II. Findings which are required to be reported in accordance with generally accepted Government Auditing Standards:

(a) Segregation of duties

CONDITION: Accounting and financial functions are not adequately segregated.

CRITERIA: SAS55, Consideration of Internal Control in a Financial Statement Audit, as amended by SAS78, Consideration of Internal Control in a Financial Statement Audit: An Amendment to Statement on Auditing Standards No. 55, AU §319.06 defines internal control as follows:

"Internal control is a process – effected by an entity's board of directors, management, and other personnel – designed to provide reasonable assurance regarding the achievement of objectives in the following categories: (a) reliability of financial reporting, (b) effectiveness and efficiency of operations, and (c) compliance with applicable laws and regulations.

CAUSE: The cause of the condition is the failure to design and implement policies and procedures necessary to achieve adequate internal control.

EFFECT: Failure to adequately segregate accounting and financial functions increases the risk that errors and/or irregularities including fraud and/or defalcations may occur and not be prevented and/or detected.

PLAQUEMINES PARISH CLERK OF COURT
Belle Chasse, Louisiana

Summary of Audit Results and Findings (continued)
For the Year Ended June 30, 2005

(b) Reconciliation of Advance Deposit Fund cash balances

CONDITION: Individual docket balances of the Advance Deposit Fund were not reconciled with cash balances.

CRITERIA: SAS55, Consideration of Internal Control in a Financial Statement Audit, as amended by SAS78, Consideration of Internal Control in a Financial Statement Audit: An Amendment to Statement on Auditing Standards No. 55, AU §319.06 defines internal control as follows:

“Internal control is a process – effected by an entity’s board of directors, management, and other personnel – designed to provide reasonable assurance regarding the achievement of objectives in the following categories: (a) reliability of financial reporting, (b) effectiveness and efficiency of operations, and (c) compliance with applicable laws and regulations.

CAUSE: The cause of the condition is the result of a failure to design and implement policies and procedures necessary to achieve adequate internal control.

EFFECT: Failure to reconcile individual docket balances with cash balances increases the risk that errors and/or irregularities including fraud and/or defalcations may occur and not be prevented and/or detected.

(c) Budget variance

CONDITION Budget variances in excess of 5% were incurred.

CRITERIA LSA-RS 39:1311 et seq, Budgetary Authority and Control, provides for the following:

“A. The adopted budget and any duly authorized adopted amendments shall form the framework from which the chief executive or administrative officers and members of the governing authority of the political subdivision shall monitor revenues and control expenditures. The chief executive or administrative officer shall advise the governing authority or independently elected official in writing when:

(1) Revenue collection plus projected revenue collections for the remainder of the year, within a fund fail to meet estimated annual revenues by five percent or more.

PLAQUEMINES PARISH CLERK OF COURT
Belle Chasse, Louisiana

Summary of Audit Results and Findings (continued)
For the Year Ended June 30, 2005

(2) Actual expenditures plus projected expenditures for the remainder of the year, within a fund are exceeding estimated budgeted expenditures by five percent or more.

(3) Actual beginning fund balance, within a fund, fails to meet estimated beginning fund balance by five percent or more and beginning fund balance is being used to fund current expenditures.”

CAUSE The condition results from a failure to properly monitor revenues.

EFFECT The Clerk may not prevent and/or detect compliance violations due to overexpenditure of the appropriated budget, and/or errors or irregularities on a timely basis. Also, the Clerk may be subject to the penalty provisions of LSA-RS14:134.

Part III. Findings and questioned costs for federal awards required to be reported in accordance with Office of Management and Budget Circular A-133:

not applicable

PLAQUEMINES PARISH CLERK OF COURT
Belle Chasse, Louisiana

Summary Schedule Prior Audit Findings
For the Year Ended June 30, 2005

Ref. No.	Fiscal Year Finding Initially Occurred	Description of Finding	Corrective Action Taken (Yes, No, Partial)	Planned Corrective Action/ Partial Corrective Action Taken
----------	--	------------------------	--	--

Section I - Internal control and compliance material to the financial statements

Internal Control

99-1	Unknown	Inadequate segregation of functions exists within the accounting system.	N/A	No corrective action is planned. Due to the size of the operation and the cost-benefit of additional personnel, it may not be feasible to achieve complete segregation of duties.
99-2	Unknown	Individual docket balances of the Advance Deposit Fund were not reconciled with the cash balances.	No	See corrective action plan for current year findings

Compliance and other matters

No items were reported in this section.

Section Ia - Other Internal control and compliance

Internal Control

No items were reported in this section.

Compliance and other matters

No items were reported in this section.

Section II - Management letter

2004-3	A revenue budget variance in excess of 5% was incurred.	No	See corrective action plan for current year findings
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PLAQUEMINES PARISH CLERK OF COURT
Belle Chasse, Louisiana

Corrective Action Plan for Current Year Findings
For the Year Ended June 30, 2005

Ref. No.	Description of Finding	Corrective Action Planned	Name of Contact Person	Completion Date
<u>Section I - Internal control and compliance material to the financial statements</u>				
<u>Internal Control:</u>				
2005-1	Inadequate segregation of functions exists within the accounting system.	No corrective action is planned. Due to the size of the operation and the cost-benefit of additional personnel, it may not be feasible to achieve complete segregation of duties.	N/A	N/A
2005-2	Individual docket balances of the Advance Deposit Fund were not reconciled with the cash balances.	The Clerk of Court is in the process of identifying unknown balances and reconciling them with the corresponding cash balance in the Advance Deposit account.	Dorothy M. Lundin, Clerk of Court	Undetermined
<u>Compliance and other matters</u>				
2005-3	A revenue budget variance in excess of 5% was incurred.	Revenues will be more closely monitored and significant budget variances, if any, will be amended in accordance with state statute.	Dorothy M. Lundin, Clerk of Court	On-going

Section Ia - Other Internal control and compliance

Internal Control

No items are applicable to this section

Compliance and other matters

No items are applicable to this section

Section II - Management letter

No items are applicable to this section